

MONROE COUNTY

JOB DESCRIPTION

Position Title: Marine Pump-out Captain

Date: 05/27/05

Position Level: 7

FLSA Status: *Non-Exempt*

Class Code: 7-38

GENERAL DESCRIPTION

Primary function is to provide marine pump-out services to citizens living aboard vessels in the upper Keys. Responsibilities include operation, maintenance, transport, and piloting of the County's pump-out vessel.

KEY RESPONSIBILITIES

1. *Pilots the pump-out vessel to anchorages throughout Key Largo and adjacent areas offering pump-out services to the boating public at anchor and in marinas.
2. *Is responsible for transporting the pump-out vessel along U.S. 1 to various water access points in Key Largo and adjacent areas
3. *Ensures that all necessary maintenance is undertaken on the pump-out vessel and trailer, both warranty and safety related, so that the vessel is adequately and properly maintained.
4. *Coordinates to ensure that all vessel effluent collected is disposed of appropriately in a legal manner
5. *Collects pump-out fees and ensures that fees collected are deposited in appropriate County accounts

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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Class Code:

Position Level: 7

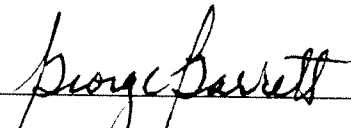
KEY JOB REQUIREMENTS

<i>Education:</i>	AA Degree/2 yr. College Required or comparable experience
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Entire Dept. Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	USCG Captains licence helpful.

APPROVALS

Department Head:

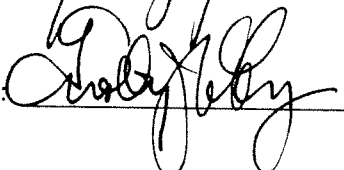
Name: George Garrett

Signature: 

Date: 5/27/05

Division Director:

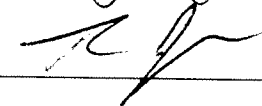
Name: Timothy McGarry

Signature: 

Date: 5/27/05

County Administrator:

Name: Thomas J. Willi

Signature: 

Date: 5/31/05

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____